Date _____ **UTAH SUPREME COURT/UTAH COURT OF APPEALS** Case No._____

CHECKLIST FOR BRIEFS

_____ **RECORD HAS BEEN RETURNED- Rule 26(d)**

_____ **TIMELY FILING OF BRIEF- Rule 26(a)**

If a brief is untimely, a motion under **Rule 22** will be mandatory for permission to file a late brief.

_____ **CORRECT NUMBER OF COPIES- Rule 26(b)**

1. Supreme Court**:** **8** copies, one containing original signature
2. Court of Appeals: **6** copies, one containing original signature

_____ **SIZE AND BINDING **Must be secured with a binder clip. Briefs must not be staples or bound along the left edge****

_____ **PRINTING REQUIREMENTS- Rule 27**

___ 1. Proportionally spaced typeface must be **13-point** or larger for both text and Footnotes; must be a plain, roman style with serifs

___ 2. Print on both sides of the page.

___ 3. Double-spaced; 1 ½ spacing is unacceptable.

___ 4. 1" margin on all sides

COVER REQUIREMENTS- Rule 27(c)&(e)

_____ 1. Color: Appellant: **Blue** Appellant/Cross-appellee Response: **Gray**

Appellee/Cross-appellant: **Red** Appellee/Cross-appellant Reply: **Gray**

Amicus, Intervenor, Guardian: **Green**

_____ 2. Name/address of counsel and designation parties represented

a. Party filing brief on **lower right** cover

b. Opposing counsel on lower left cover

CONTENT REQUIREMENTS - IN ORDER STATED - Rule 24

_____ List of all parties (current and former)

_____ Table of Contents with page references

_____ Table of Authorities

_____ Introduction

_____ Statement of Issues with standard of appellate review (Not required for Amicus Curiae)

___ 1. Citation to record showing issue preserved in Trial court; **or**

___ 2. Statement of grounds for seeking review of issue not preserved in Trial Court

_____ Statement of Case with citation to the record (Not required for Amicus Curiae)

1. Facts of the case**,** to the extent necessary to understand issues presented for review
2. Procedural history of the case, to the extent necessary to understand issues presented for review
3. Disposition in court or agency whose judgment or order is under review

_____ Summary of Argument (Not required for Amicus Curiae)

_____ Argument

_____ Conclusion

_____ **LENGTH** (Excluding Addendum)

1.	Appellant:	14,000 words or less or 30 pages (if no compliance)
2.	Appellee:	14,000 words or less or 30 pages (if no compliance)
3.	Appellant Reply: (optional)	7,000 words or less or 15 pages (if no compliance)
4.	Guardian ad Litem or Intervenor:	14,000 words or less or 30 pages (if no compliance)
5.	Amicus Curiae:	7,000 words or less (or 4,000 words for writ of certiorari)
6.	Appellant/Cross-Appellee:	14,000 words or less or 30 pages (if no compliance)
7.	Appellee/Cross-Appellant:	21,000 words or less or 45 pages (if no compliance)
8.	Appellant/Cross-Appellee Response:	14,000 words or less or 30 pages (if no compliance)
9.	Appellee/Cross-Appellant Reply:	7,000 words or less or 15 pages (if no compliance)
10.	Legality of death sentence Principal	28,000 works or less or 60 pages (if no compliance)
11.	Legality of death sentence Reply	14,000 works or less or 30 pages (if no compliance)

_____ **CERTIFICATE OF COMPLIANCE- Rule 24(a)(11)**

___ 1. Complies with number of words

___ 2. Complies with Rule 21 governing public and private records

_____ Signature of counsel of record OR party if Pro Se

_____ Proof of Service

_____ Addendum: Findings of fact; memorandum decision; final order; Court of Appeals opinion for Petition for Certiorari briefs

_____ PDF version of Brief